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| <p align="center"><b>8 SECTION SPECIFIC SAFETY</b></p>  | <p align="center">Page 1 of 2</p>                      |
| <p align="center"><b>Division of Forensic Science</b></p> <p align="center"><b>SAFETY MANUAL</b></p>  | <p align="center">Amendment Designator:</p>            |
|   | <p align="center">Effective Date: 13-February-2004</p> |
| <p align="center"><b>8 SECTION SPECIFIC SAFETY</b></p> <p>This Section describes policies/practices unique to individual Sections which are not otherwise addressed in the Manual, or should be specifically reinforced because of the high degree of associated hazard.</p> <p><b>8.1 Drugs</b></p> <p>Examiners should be extremely cautious while working with syringes or containers holding syringes, as the needle may be contaminated with biohazardous or chemically hazardous materials, and may not be properly capped or otherwise protected.</p> <p><b>8.2 Firearms and Toolmarks</b></p> <p>8.2.1 Firearms and Ammunition</p> <p>8.2.1.1 Only certified examiners and qualified support personnel may test fire without direct supervision.</p> <p>8.2.1.2 Any individual planning to test fire should ensure that another employee is aware of their intent, and should let the same individual know when they have completed that action.</p> <p>8.2.1.3 The firing chamber and barrel must be clear of obstructions <u>before</u> loading a firearm.</p> <p>8.2.1.4 The door of the recovery room and/or range must be closed during test firing.</p> <p>8.2.1.5 Where applicable, the "Firing in Progress" light must be on during test firing; the room/range may not be entered while the light is on.</p> <p>8.2.1.6 The range and/or recovery tank must be properly prepared, and any other persons present must be behind or beside the shooter, before loading a firearm.</p> <p>8.2.1.7 A loaded firearm must be immediately pointed down range or into the recovery tank.</p> <p>8.2.1.8 All persons in the room/range must wear ear protectors and safety glasses when a firearm is discharged.</p> <p>8.2.1.9 Unused ammunition must be promptly returned to its storage area.</p> <p>8.2.1.10 Remote equipment must be used when firing a firearm deemed to be unsafe for firing by a certified examiner.</p> <p>8.2.1.11 Female employees who are, or may be, pregnant will not be allowed to test fire firearms.</p> <p>8.2.2 X-Ray Equipment</p> <p>8.2.2.1 The manufacturer's operating instructions must be followed exactly. No maintenance or repairs may be performed by DFS personnel.</p> <p><b>8.3 Photography</b></p> <p>8.3.1 Caution must be exercised in processing areas because of water often dripping on the floor.</p> <p>8.3.2 Employees must be familiar with the room's interior when using safelights or working in complete darkness</p> |  |

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| <p><b>8.5 Toxicology</b></p> <p>Employees may not perform any repairs on gas chromatograph electron capture detectors, which contain beta radiation sources.</p> <p style="text-align: right;"><b>◆End</b></p> |   |